Guidance Note 7a
Selecting requests

1) Pre-screening criteria

The requests received are initially pre-screened by the Eklipse Management Body (EMB). The pre-screening ensures that requests received comply with the following criteria, as set out in the call for requests text:

Criteria A: Eligibility criteria for requesters:

- Requesters cannot be members of the Knowledge Coordination Body (KCB), Strategic Advisory Board (SAB), **,** Method Expert Group **(MEG)** or Eklipse Management Body (EMB),
- Requesters should be able to represent the 'community' view of their policy or societal group e.g. an administration, international business group, NGO, local community group etc.
- Individual requesters should have a professional or community affiliation to the topic of the request

Criteria B: Selection criteria for requests

- Relevant to the European scale.
- Relevant to ongoing or future policy processes.
- Relevant to biodiversity and/or ecosystem services.
- Not requiring new knowledge, but based on the synthesis of existing knowledge, or requiring new knowledge to be identified through joint identification of research priorities.
- Consortia of requesters (representing for example different countries and/or different sectors (policy, NGOs/society, research) are encouraged.
- Eklipse encourages requester(s) to refine their question with the help of their organization or colleagues, to ensure the policy relevance of the question.
- Topics should be broad or complex enough so that they cannot easily be addressed by single specialists.

2) Further process: SAB advice und KCB decision

After the pre-screening, the requests are presented to the Strategic Advisory Board (SAB), who discuss the eligible requests from a strategic point of view regarding policy relevance (and potential dangers), diversity of communities, knowledge involved, topics addressed and potential for supporting the Eklipse mechanism as a valuable mechanism. Recommendations from the SAB will be handed over to the Eklipse Knowledge Coordination Body (KCB) for final decision.

The KCB reviews the eligible requests again, taking into account the recommendations of the SAB, but pays specific attention to the issue of knowledge and methodological diversity, costs and resource needs, timing etc. to allow Eklipse to properly address the requests based on the ethical framework of Eklipse.

3) Criteria to be considered by the SAB and KCB

The criteria for taking decisions on which requests to consider are based on those in the pre-screening, but also need to consider strategic dimensions in terms of policy relevance and the suitability for the Eklipse mechanism. For example, if several requests are selected, they should address different topics and/or different knowledge holder communities in order to broaden the Eklipse network or the methods portfolio employed. The following criteria should be taken into account:

General Criteria:
- Scale: Which scale is addressed (should be European or at least for a wider region)?
- Cross-sectoral topic: Will the request go beyond the core biodiversity and ecosystem services policies (e.g., by addressing health, agriculture, or other issues and according knowledge)?
- Duplication: Is there known work already done on the topic so that EKLIPSE should not take it?

SAB Criteria (Strategic aspect regarding relevance of topic and recognition for Eklipse):
- What is the policy-relevance of the request (on EU level and other relevant level)?
- What is the potential relevance of the topic to gain recognition for the Eklipse mechanism?
- Are there other institutions that could or should address this topic like JRC or EEA knowledge synthesis activities?

- Is a topic a (highly) contested one with lots of activities ongoing that may risk the credibility of the Eklipse mechanism?

KCB and EMB Criteria (with view on feasibility of requests in the Eklipse context):

- Methods: Which synthesis methods are likely to be used? Does it contribute to the variety of methods across topics? Methods to consider include those of horizon scanning and identifying knowledge gaps.

- Relevance for community building: Does the request allow learning for the overall Eklipse process and does it help to build the Network of Knowledge community?

- Finances and timeline: do the potential requests match the general financial means and timelines foreseen in Eklipse?